



Section 106.4.1 of the Uniform Building Code authorizes the building official to issue a permit for construction of part of a building before complete plans for the whole building have been submitted and approved. This is the basis upon which the Development Services Department may, in selected cases, issue a foundation permit prior to the submittal and review of complete plans for the building.

I. “Foundation Only” Requirements

The following requirements will be observed in accepting, reviewing, and issuing permits for foundations.

- A. Applications for foundation permits are accepted only on large projects and are not accepted on jobs such as single-family residences, duplexes, and small apartments.
- B. Plans for foundation permits receive no special priority with respect to the plan review process. They are reviewed in order based upon their submittal date, the same as all other plans.
- C. It will be assumed, unless determined otherwise by the Deputy Director or a Structural Engineering Senior, that the valuation for the foundation is 10 percent of the valuation for the total building. The plan review fee and building permit fee for the foundation permit shall be based on this.
- D. Foundation plans will be routed to the same departments and divisions as a complete plan.
- E. The plans for the foundation must clearly show the extent of the work to be covered under the foundation permit. Details on the plans that are not to be constructed under the foundation permit must be crossed out or removed. It should be noted that a foundation permit may include more than the foundation itself; in some cases, retaining walls and structural slabs over basements are included. It will be the responsibility of the designer to submit plans that accurately reflect the work to be built under the foundation permit. The foundation plan submittal should “stand by itself” as a complete, coherent plan for part of the building. If sheets are not numbered consecutively, a sheet index must be included. The foundation plan submittal must be a complete plan for the foundations. It must include foundation plans, a site plan, notes, schedules and details that are complete. A “foundation only” plan submittal is not an incomplete plan for the entire building. When the remainder of the building is submitted, the plans must include all sheets previously approved under the “foundation only” permit. Each of these sheets must have the following note: “For reference only—plans previously permitted under Plan File Number_____.” The cover sheet or index sheet of the plans for the remaining work must include a note stating the extent of work covered by the previous permit, the previous permit number, the previous plan file number, and the name of the Development Services Department plan review engineer.
- F. A fire- and life-safety check of the foundation plans will not be made, but the plot plan must be reviewed, and the plan will then be routed to the Fire Prevention Bureau.
- G. For a structural foundation review, design loads will be assumed to be correct and the foundation will be checked for these loads. For major buildings, the submittal must include design uniform and concentrated vertical loads and design lateral loads tabulated on the plans. For smaller buildings, tabulated design loads may be placed on sketches in the calculations. When the remainder of the building is submitted at a later date, the structural plan review engineer will determine if the loads used for the foundation design were correct.
- H. Before a foundation permit is issued, the Foundation Waiver Form (DS-1166) must be filled out and signed by the owner, engineer and/or architect, and contractor. If the owner or contractor is a corporation, one of the corporate officers may sign for that corporation. This form must be filed in the geographical (GEO) file after the permit is issued.
- I. Before a foundation permit is issued, clearance must be obtained from all concerned departments and divisions, including the Electrical and Mechanical Plan Check Divisions. If there is no water or sewer service provided for the foundation permit, the Water Utilities Department will not require payment of fees for these items on the foundation permit; however, the job address should be established at this time. If any water or sewer lines are to be installed with the foundation, Water Utilities Department approval is required, and a water meter data card must be submitted.
- J. This entire procedure may be used for any other part of the building such as the structural frame.

II. Requirements for Changing to “Foundation Only”

When plans and an application have been submitted for the entire building and the applicant requests to change to a “foundation only,” the above procedure may be allowed with the following modifications:

- A. In addition to the requirements in Section I, Item A above, the applicant must fill out a new application for the “foundation only” permit. *A new plan file number will be assigned.* The original application should be modified to identify that it is a partial permit by stating “remaining work other than foundation.”
- B. In addition to the requirements in Section I, Item B above, the plan review engineer will write a new correction list transferring all corrections applicable to the “foundation only” permit.
- C. In addition to the requirements in Section I, Item C above, the plan review engineer will write a correc-

tion documenting the original valuation estimate, the correct valuation, and a summary of how the original plan review fee is distributed between the two applications.

- D. The applicant will be responsible for taking “foundation only” plans to all departments and divisions to obtain approvals and signoffs.
 - E. Same as Section I, Item E above.
 - F. The applicant will be responsible for taking “foundation only” plans to the Fire Prevention Bureau to obtain their approval.
 - G. Same as Section I, Item G above.
 - H. Same as Section I, Item H above.
 - I. Same as Section I, Item I above.
 - J. Same as Section I, Item J above.
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